

MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS

Pre-Service Recruit Enrollment Check List

For Questions Regarding Standards Issues and/or MITN Issues (Help Desk) (517) 322-5615 or (517) 322-3966

| | | | |
|------------------|-----------------|-----------------------------|-----------------------|
| Name Last: | First: | Middle: | Suffix (Jr, Sr, III): |
| Training Academy | Date of Review: | Field Representative's Name | |

PRE-SERVICE RECRUIT- ENROLLMENT STANDARDS AND PROOFS

*NOTE: A medical history questionnaire is required to be given to and retained by the examining physician. (MITN Appendix B)

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| <input type="checkbox"/> 1. Reading and writing test results and Physical Fitness Enrollment test results | <input type="checkbox"/> Place copy document in recruit's file |
| <input type="checkbox"/> 2. Optional prerequisite CPR/AED certifications or optional MFR Cert or EMT/Paramedic License | <input type="checkbox"/> Place copy documents in recruit's file: Describe below |
| <input type="checkbox"/> 3. Signed Authorization for Release of Information (MCOLES form) | <input type="checkbox"/> Place original document in recruit's file – Provide copy for field representative – MCOLES file |

NON-MEDICAL STANDARDS

| STANDARD | DOCUMENT RETENTION/SUBMISSION |
|--|---|
| <input type="checkbox"/> 4. Verification of minimum age (18 Years) | <input type="checkbox"/> Copy of Driver's License or Birth Certificate in recruit's file. |
| <input type="checkbox"/> 5. US Citizen | <input type="checkbox"/> Copy of Birth Certificate, Valid US Passport, or Certificate of Naturalization. Place in the recruit's file. <input type="checkbox"/> The recruit has an MCOLES Letter of Agreement regarding citizenship upon completion of the academy |
| <input type="checkbox"/> 6. High School Diploma, GED, College Transcripts/Degree, or Military Police Degree Waiver from MCOLES | <input type="checkbox"/> Verification of credit hours for a degree placed in recruit's file. College Transcript/Military Waiver Letter and DD214 in recruit's file <input type="checkbox"/> Official transcript for MCOLES field representative – Copy of credit hour verification for MCOLES field representative |
| <input type="checkbox"/> 7. No felony conviction including expungements or set asides. | <input type="checkbox"/> Place ICHAT report in recruit's file. |
| <input type="checkbox"/> 8. Good Moral Character based upon a Background Check – Conduct oral interview on background | <input type="checkbox"/> Place completed and notarized Personal History Statement in recruit's file. Original Copy for field representative – MCOLES file. Include ICHAT report in file |
| <input type="checkbox"/> 9. Valid operator's license | <input type="checkbox"/> Secretary of State Complete Driving Record report in file |
| <input type="checkbox"/> 10. Drug Testing (6 Panel Screen), if applicable | <input type="checkbox"/> Original Drug Test Results report in recruit's file |

MEDICAL STANDARDS

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|---|--|
| <input type="checkbox"/> 11. Overall Medical Examination (Make sure all "NO" answers and comments are recorded in MITN) Contact MCOLES w/questions regarding "No" answers or comments. (517) 322-3967 | <input type="checkbox"/> Original of Physician's Statement of Applicant's Medical Condition (MCOLES Form Only) in recruit's file and any supporting documentation. |
| <input type="checkbox"/> 12. Normal Vision (Acuity & Color) | <input type="checkbox"/> Same as above |
| <input type="checkbox"/> 13. Normal Hearing | <input type="checkbox"/> Same as above |
| <input type="checkbox"/> 14. Free from mental & emotional instability (<u>may</u> be determined by a licensed psychologist or psychiatrist) | <input type="checkbox"/> Same as above |
| <input type="checkbox"/> 15. After submitting the standards via MITN, print the Standards Compliance Verification report. Must be signed by the academy director and candidate. | <input type="checkbox"/> Original Standards Compliance Verification report in recruit's file – Copy for field representative – MCOLES file |

Following are copies or originals for the MCOLES file

- Completed and signed Release of Information Form (original)
- Completed and signed Standards Compliance Report (original)
- Personal History and Background Questionnaire (original) including copy of ICHAT report
- College Credit Hours Calculation (copy) and/or College Transcripts (official) to date

Comments: